**Facilities Naming Policy Committee**

**Monday, November 4th AGENDA**

**4:00-5:30pm**

**Administration Building, Room 22 (upstairs)**

**Long-term target:**

* Develop a policy and/or procedures to use when naming district facilities or fields for recommendation to the Board of Trustees

**Meeting Targets:**

* Develop norms for collaborative work
* Review list of current named MCPS facilities/fields
* Review ***Response Plan to a Death Which Affects the School Community***

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| **TIME** | **ACTIVITY** |
| **4:00-4:10** | Introductions  Participants present: Heather Davis Schmidt (MCPS/ERD), Brian Fortmann (Big Sky High School Assistant Principal), Brian Bessette (Lowell Elementary Principal), Rosie Buzzas (Flagship/Director), Hatton Littman (MCPS/Director of Technology and Communications), Donna Gaukler (City of Missoula Parks and Rec/Director) |
| **4:10-4:15** | Review agenda |
| **4:15-4:30** | Develop norms for collaborative work  **I propose the following:**   1. Treat each other with dignity and respect. 2. Transparency: avoid hidden agendas. 3. Be genuine with each other about ideas, challenges, and feelings. 4. Trust each other. 5. Listen to understand. 6. The discussion of issues, ideas, and direction will not become a personal attack. 7. Present problems and questions in a way that promotes open discussion and resolution. 8. Promise to come prepared to meetings to value and respect the time and convenience of others.   We agreed to work with these norms, with one addition:  9. Ensure cell phones are on silent |
| **4:30-4:45** | Review list of current named MCPS facilities/fields **(Joe Potter)**  Participants discussed the list, adding historical background and knowledge.  Additional details were added with regard to the name of some of the school buildings:   1. Lowell – believed to be named after a poet 2. Paxson – painter with paintings at the Missoula County Courthouse |
| **4:45-5:20** | Review ***Response Plan to a Death Which Effects the School Community***   * Using the 4 As protocol sit in group of other committee members assigned to the same perspective for the reading:  1. ***Assumptions*** (what assumptions does the plan make?) 2. ***Agreements*** (in what ways do you agree with the plan?) 3. ***Arguments*** (what arguments do you have with the plan?) 4. ***Applications*** (what applications do you envision with the plan?)  * Each individual shares 3 statements from assigned perspective with the rest of their group. * Each group presents one or two big ideas from their assigned perspective to the whole group.   Discussed this as a whole group instead of smaller groups. Reviewed the idea and meaning behind commemorations, memorials, commercialization, and capital campaigns. Also discussed specifically page 31 in the Administrative Procedures manual referring to “Commemoration Guidelines for Death of Student or Staff,” including “Suggested Ideas for Appropriate Commemoration” and how this could be incorporated into the naming policy. |
| **5:20-5:30** | Next Steps   * Next meeting:   + Wednesday, November 13th   + 4-5:30pm   + Room 22, Administration Building * Please review sample policies in preparation for our next meeting   Reviewed our meeting dates, change to the overall meeting dates was made (cancel Nov 19th due to many absences).  Also reviewed meeting purposes and targets:   * **Wednesday, Nov 13th**   + 4-5:30pm   + Admin Bldg, Room 22 (Upstairs)   + Determine “Guiding Principals” for creation of policy language – use example policies shared during Nov 4th meeting as starting place (use Keep, Drop, Create protocol) * Between Nov. 13th and Dec 2nd – Heather will draft policy language based on “Guiding Principals” determined Nov 13th * **Monday, December 2nd**   + 4-5:30pm   + Admin Bldg, Room 22 (Upstairs)   + Review draft policy language, revise, and develop consensus * Between Dec 2nd and Dec 11th – Heather will revise draft policy language and ask district counsel to review policy language from legal perspective, make appropriate revisions * **Wednesday, Dec 11th**   + 4-5:30pm   + Admin Bldg, Room 22 (Upstairs)   + Review revised policy language and develop consensus for presentation and recommendation to the MCPS Board of Trustees Personnel, Negotiations, and Policy subcommittee |
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